

BUILDING DEVELOPMENT COMMISSION

Minutes of March 18, 2014 Meeting

Jonathan Bahr opened the Building-Development Commission (BDC) meeting at 3:05p.m.on Tuesday, March 18, 2014.

Present: Chad Askew, Jonathan Bahr, Rob Belisle, Melanie Coyne, Bernice Cutler, Travis Haston, Hal Hester, Ed Horne and John Taylor

Absent: Kevin Silva and Jon Wood

1. MINUTES APPROVED

The motion by Bernice Cutler, seconded by Melanie Coyne to approve the February 18, 2014 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS

Bernice Cutler shared that one of her clients who works in many jurisdictions in North and South Carolina was very pleased with our services. They went on to say they had not worked with a department with as many options as Mecklenburg County.

3. PUBLIC ISSUES AND COMMENTS

No public issues and/or comments.

4. FY15 BUDGET PROPOSAL REVIEW

Jim Bartl shared that the budget presentation may take longer than two hours and will need a quorum at the end of the meeting when voting on the budget to be proposed. The Budget Subcommittee met 3 times. The FY15 strategy goes from a staff level of 191 to a staff level of 215; a 24 position betterment forecasted revenue of continued growth primarily in Commercial. The goal is to agree on the budget strategy through a formal vote of the FY15 proposed budget to include a 215 betterment, a Demo Fee RFBA (2nd of 4), supporting a technology fund transfer from the reserve fund to the technology fund. Below is a review of the FY14 current budget.

[illegible]

FY14 expense and revenue projections compared to actual expense revenue at 2.28.14.

Fy14 amended budget numbers

Projected expense

Budget category	amount	Budget %	includes
4000 – personal service	15,943,873	73.95%	Salary, PTE's, OT, insur/FICA/wkcomp/fringes
5000 – contractual service	1,451,457	6.73%	Telephone, travel, training, prof fees, Atty, tech
6000 - commodities	751,703	3.48%	Office/dept supply, dues, books, computers
7000 – other	492,230.	2.28%	Tech surcharge transfer
8000 – internal service	1,949,429	9.04%	LUESA & CMGC overhead, vehicle maint
9000– fixed assets	970,520	4.5%	Auto replacement, building& furniture
Total	21,559,212	100.00%	For 191 FTE's

FY14 Projected revenue

Revenue category	amount	includes
Permit fees	18,266,929	12 mo @ \$1,522,244/mo
o Com'l Express review	359,350	
o Com'l 3 rd review charges	31,988	
o Com'l mega team	450,500	
o Com'l other; RTAP & other chg	640,000	
o Com'l misc(cancel, DayCare, etc)	1,567	
o Document control	324,666	
o revenue collection	152,727	
o bldg insp; Meck SI, OTI, IBA	600,205	
o 3 rd party	100,000	
o ABC inspections	31,785	
o MCFM added permits	106,267	
Sub total other revenue	2,799,055	Note; 13.3% of total fee rev
Tech surcharge transfer	492,230	
Total fee revenue projection Fy14	\$21,559,212	

Jim went on to share the FY14 expense and revenue status at February 28, 2014 see below:

Month	FY 2004		FY 2005		FY 2006		FY 2007		FY 2008		FY 2009		FY 2010	
Jul	\$1,407,252	7.53%	\$2,154,287	9.95%	\$2,062,885	8.32%	\$2,089,313	8.50%	\$1,852,858	8.53%	\$1,286,621	10.45%	\$938,543	9.19%
Aug	\$1,695,340	9.08%	\$1,878,147	8.87%	\$2,335,420	9.42%	\$2,111,330	8.55%	\$2,843,025	11.71%	\$2,150,606	17.48%	\$345,098	8.28%
Sep	\$1,480,077	7.92%	\$1,611,223	7.44%	\$2,053,571	8.28%	\$2,024,755	8.24%	\$1,859,010	8.56%	\$1,143,022	9.29%	\$812,380	7.05%
Oct	\$1,676,456	8.97%	\$1,497,882	6.92%	\$1,848,957	7.48%	\$1,897,008	8.13%	\$1,958,497	9.02%	\$1,135,995	9.20%	\$782,508	7.46%
Nov	\$1,379,983	7.38%	\$1,524,910	7.50%	\$1,680,378	7.62%	\$1,978,324	8.04%	\$1,839,298	8.47%	\$915,004	7.44%	\$648,517	6.33%
Dec	\$1,438,611	7.70%	\$1,540,353	7.11%	\$1,610,498	6.49%	\$2,053,888	12.02%	\$1,344,191	6.19%	\$1,047,984	8.82%	\$667,696	6.53%
Jan	\$1,461,584	7.82%	\$1,547,905	7.15%	\$1,794,941	7.24%	\$1,953,837	7.95%	\$1,535,280	7.07%	\$681,983	5.54%	\$745,827	7.30%
Feb	\$1,140,352	6.10%	\$1,545,697	7.14%	\$2,091,727	8.43%	\$1,653,127	6.73%	\$1,638,002	7.54%	\$652,168	4.49%	\$746,607	7.31%
Mar	\$1,621,673	8.68%	\$1,955,212	9.03%	\$2,508,301	10.11%	\$2,009,611	8.18%	\$1,475,487	6.78%	\$695,643	5.95%	\$395,293	9.74%
Apr	\$1,719,631	9.21%	\$1,852,698	8.95%	\$2,016,369	8.13%	\$1,809,191	7.36%	\$1,261,759	5.95%	\$729,220	5.93%	\$1,088,584	10.65%
May	\$1,690,871	9.05%	\$2,095,504	9.67%	\$2,210,915	8.81%	\$1,864,697	8.08%	\$2,685,559	12.37%	\$699,634	5.60%	\$904,248	8.85%
Jun	\$1,968,335	10.55%	\$2,356,820	10.87%	\$2,376,134	9.59%	\$2,009,058	8.18%	\$1,691,804	7.80%	\$1,271,319	10.34%	\$1,021,965	10.41%
Total	\$18,680,214	100.00%	\$21,680,678	100.00%	\$24,800,142	100.00%	\$24,572,006	100.00%	\$21,714,769	100.00%	\$12,302,436	100.01%	\$10,217,965	100.00%
Avg Per Month	\$1,556,684		\$1,805,057		\$2,066,678		\$2,047,667		\$1,809,554		\$1,025,203		\$851,497	

Month	FY 2011		FY 2012		FY 2013		FY 2014	
Jul	\$854,623	7.00%	\$1,324,688	8.15%	\$1,422,721	7.84%	\$1,735,610	9.56%
Aug	\$898,073	7.36%	\$1,535,978	9.45%	\$1,477,828	8.14%	\$1,950,638	10.80%
Sep	\$961,032	7.87%	\$1,308,747	8.05%	\$1,153,425	6.35%	\$1,610,117	8.87%
Oct	\$1,024,208	8.39%	\$1,171,784	7.21%	\$1,642,006	9.04%	\$1,822,539	10.04%
Nov	\$821,110	6.73%	\$1,034,529	6.37%	\$1,437,356	7.92%	\$1,850,839	10.19%
Dec	\$836,226	6.65%	\$1,036,733	6.39%	\$1,358,709	7.48%	\$1,681,309	9.26%
Jan	\$806,942	6.61%	\$1,443,556	8.88%	\$1,636,152	9.01%	\$1,549,193	8.53%
Feb	\$1,053,631	8.63%	\$1,361,488	8.38%	\$1,285,337	7.08%	\$1,655,766	9.12%
Mar	\$1,291,668	10.59%	\$1,435,293	8.83%	\$1,550,205	8.54%		0.00%
Apr	\$1,182,380	9.69%	\$1,155,078	7.11%	\$1,642,508	9.05%		0.00%
May	\$1,039,734	8.52%	\$1,913,729	11.78%	\$1,975,965	10.88%		0.00%
Jun	\$1,434,561	11.75%	\$1,528,107	9.40%	\$1,575,335	8.68%		0.00%
Total	\$12,024,277	99.99%	\$16,251,710	100.00%	\$18,157,549	100.01%	\$13,895,011	76.37%
Avg Per Month	\$1,017,023		\$1,354,309		\$1,513,129		\$1,173,251	
Employee Count	130 Employee Count		142 Employee Count		165 Employee Count		165 Employee Count	
Inspectors	53% Inspectors		63% Inspectors		52% Inspectors		47% Inspectors	
Office	47% Office		47% Office		48% Office		53% Office	
Revenue Per Person	\$7,823.25		\$9,537.39		\$9,175.48		\$8,074.61	

Code Enforcement - FY14 YTD Expenses			
For the period ending Feb 28, 2013			
Including Sal Fr Transfer, CMGC Overhead and projected salaries			
	Budget	Actual	% Used
3061 - CP Support	\$ 2,879,127	\$ 1,727,933	60.02%
3062 - Revenue Collection	\$ 375,942	\$ 243,704	64.82%
3071 - Admin Support	\$ 1,002,568	\$ 499,009	49.77%
3072 - North Inspections	\$ 3,800,161	\$ 2,371,134	62.40%
3073 - South Inspections	\$ 4,349,923	\$ 2,719,925	62.53%
3074 - Hybrid	\$ 802,736	\$	0.00%
3075 - Centralized	\$ 3,465,551	\$ 1,126,714	32.51%
3076 - RTAC/CTAC	\$ 1,387,754	\$ 810,625	58.41%
3077 - OnSchedule	\$ 1,835,667	\$ 1,170,933	63.79%
3078 - Mega/CMG	\$ 1,127,932	\$ 717,915	63.65%
3095 - Fire Marshal	\$ 531,852	\$ 338,706	63.68%
	\$ 21,559,213	\$ 11,726,597	54.39%
Total YTD Revenue (All Sources)	\$ 14,573,255		
Difference		\$ 2,846,657	

Other Revenue Detail Status

Other revenue item	Fy14estimate	Other Rev YTD at 2/28/14	2/28/14 Other Rev Annualized
o Com'l Express review	359,350	173,100	259,650
o Com'l 3 rd review charges	31,988	25,385	38,077
o Com'l mega team	450,500	336,038	504,057
o Com'l other; RTAP & other chgs	640,000	(a) 883,028	(a) 1,174,471
o Com'l misc(cancel, DayCare, etc)	1,567	978	1,467
o Document control	324,666	255,245	382,868
o revenue collection	152,727	95,261	142,891
o bldg insp; Meck SI, OTI, IBA	600,205	415,917	623,875
o 3 rd party	100,000	0	(b).....0
o ABC inspections	31,785	17,420	26,130
o MCFM added permits	106,267	122,319	183,479
Subtotal other revenue	2,799,055	2,324,691	3,336,965

FY15 Budget Proposal

FY15 Budget Proposal Final Draft														March 01, 2014	
	3051	3052	3071	3072	3073	3074	3075	3076	3077	3078	3085	TOTAL		FY 14 Current Budget	
Permits															
3122 Permits	\$ 18,473,253											\$ 18,473,253	3122 Permits	\$ 18,473,253	
3123 Surcharge Revenue												\$ -	3123 Surcharge Revenue	\$ 293,238.00	
3510 Fees and Charges	\$ 2,999,558											\$ 2,999,558	3510 Fees and Charges	\$ 2,999,558.00	
3608 Reimbursement of Costs	\$ 258,000											\$ 258,000	3608 Reimbursement of Costs	\$ 258,000.00	
Total Revenue	\$ 21,730,811	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,730,811	Total Revenue	\$ 21,559,232.00	
4002 Salaries-Full Time	\$ 1,039,997	\$ 223,817	\$ 519,762	\$ 2,200,517	\$ 2,854,552	\$ 993,233	\$ 1,031,726	\$ 1,377,817	\$ 859,304	\$ 349,978	\$ 11,922,712	\$ 18,000,000	4002 Salaries-Full Time	\$ 18,000,000.00	
4004 Salaries-Temp			\$ 3,000	\$ 20,000	\$ 20,000	\$ 3,000	\$ 22,500	\$ 3,000	\$ 1,500	\$ 12,000	\$ 201,500	\$ 201,500	4004 Salaries-Temp	\$ 201,500.00	
4005 Overtime			\$ 1,500	\$ 6,000	\$ 77,500	\$ 77,500	\$ 22,500	\$ 3,000	\$ 1,500	\$ 12,000	\$ 201,500	\$ 201,500	4005 Overtime	\$ 201,500.00	
4021 Insurance	\$ 306,082	\$ 44,779	\$ 99,411	\$ 391,770	\$ 394,000	\$ 338,784	\$ 160,126	\$ 175,086	\$ 106,795	\$ 54,886	\$ 1,676,119	\$ 1,676,119	4021 Insurance	\$ 1,676,119.00	
4022 FICA	\$ 78,028	\$ 16,933	\$ 40,453	\$ 214,047	\$ 225,818	\$ 76,067	\$ 83,707	\$ 395,696	\$ 66,615	\$ 27,674	\$ 935,058	\$ 935,058	4022 FICA	\$ 935,058.00	
4023 NC Retirement	\$ 72,113	\$ 15,544	\$ 36,745	\$ 190,925	\$ 203,817	\$ 70,074	\$ 21,942	\$ 96,622	\$ 66,750	\$ 34,364	\$ 841,896	\$ 841,896	4023 NC Retirement	\$ 841,896.00	
4025 Longevity	\$ 24,528	\$ 2,107	\$ 6,313	\$ 28,561	\$ 46,940	\$ 10,000	\$ 3,488	\$ 8,743	\$ 12,413	\$ 4,380	\$ 145,443	\$ 145,443	4025 Longevity	\$ 145,443.00	
4027 Workers Comp	\$ 25,498	\$ 5,538	\$ 13,219	\$ 69,943	\$ 70,890	\$ 34,850	\$ 27,355	\$ 34,543	\$ 21,771	\$ 9,084	\$ 305,567	\$ 305,567	4027 Workers Comp	\$ 305,567.00	
4029 401K Pre-Tax Employer	\$ 43,210	\$ 9,528	\$ 11,101	\$ 67,836	\$ 104,860	\$ 17,836	\$ 32,907	\$ 19,187	\$ 20,817	\$ 15,789	\$ 342,766	\$ 342,766	4029 401K Pre-Tax Employer	\$ 342,766.00	
4030 457 - Employer	\$ 3,649	\$ 8,692	\$ 4,066	\$ 5,805	\$ 17,336		\$ 7,880	\$ 34,625	\$ 6,428		\$ 67,019	\$ 67,019	4030 457 - Employer	\$ 67,019.00	
4031 Salary/Fringe Transfer													4031 Salary/Fringe Transfer	\$ 181,454.00	
4038 Total Personnel Services	\$ 1,414,912	\$ 338,882	\$ 784,686	\$ 3,873,114	\$ 4,192,377	\$ 1,399,286	\$ -	\$ 1,235,238	\$ 1,909,538	\$ 1,280,624	\$ 498,087	\$ 17,418,896	Total Personnel Services	\$ 17,418,896.00	
5004 Cable	\$ 264											\$ 264	5004 Cable	\$ 264.00	
5006 Telephone												\$ 75,220	5006 Telephone	\$ 74,890.00	
5007 Cell Phone	\$ 13,200	\$ 1,100	\$ 4,000	\$ 41,800	\$ 51,500	\$ 16,380	\$ 70,000	\$ 2,570	\$ 500	\$ 500	\$ 7,650	\$ 150,430	5007 Cell Phone	\$ 150,430.00	
5008 Wireless												\$ -	5008 Wireless	\$ -	
5030 Clothing Rental - ArcFlash				\$ 12,995	\$ 34,156	\$ 2,540						\$ 25,731	5030 Clothing Rental - ArcFlash	\$ 25,731.00	
5031 Equipment Rental												\$ -	5031 Equipment Rental	\$ -	
5051 Maintenance & Repairs-Equip												\$ 1,950	5051 Maintenance & Repairs-Equip	\$ 1,950.00	
5054 Software Maint & Support	\$ 803,530	\$ 16,500										\$ 10,500	5054 Software Maint & Support	\$ 803,530.00	
5111 Travel Expense	\$ 13,600			\$ 492	\$ 584	\$ 240						\$ 14,896	5111 Travel Expense	\$ 14,896.00	
5112 Training	\$ 28,700	\$ 1,500	\$ 3,000	\$ 12,900	\$ 34,400	\$ 4,800	\$ 55,500	\$ 5,100	\$ 6,000	\$ 3,600	\$ 1,900	\$ 138,800	5112 Training	\$ 138,800.00	
5120 Postage/Courier	\$ 100	\$ 5,400	\$ 250									\$ 10	5120 Postage/Courier	\$ 20,800.00	
5121 Printing	\$ 1,500	\$ 7,600	\$ 7,800	\$ 3,750	\$ 4,000	\$ 1,350	\$ 20,000	\$ 1,150	\$ 1,800	\$ 900	\$ 1,000	\$ 50,710	5121 Printing	\$ 50,710.00	
5122 Radio Maintenance												\$ -	5122 Radio Maintenance	\$ -	
5123 Document Storage												\$ 21,800	5123 Document Storage	\$ 21,800.00	
5308 Legal Fees	\$ 24,500											\$ 24,500	5308 Legal Fees	\$ 24,500.00	
5309 Consulting Fees												\$ -	5309 Consulting Fees	\$ -	
5403 Recruit & Investigate							\$ 1,300					\$ 1,300	5403 Recruit & Investigate	\$ 1,300.00	
5404 Temp/Labor	\$ 199,200	\$ 1,000					\$ 4,000					\$ 144,700	5404 Temp/Labor	\$ 147,200.00	
5405 Transaction/Finance Charges	\$ 49,000											\$ 68,000	5405 Transaction/Finance Charges	\$ 68,000.00	
Total Contractual Services	\$ 1,984,044	\$ 28,200	\$ 32,750	\$ 74,937	\$ 84,888	\$ 28,960	\$ 101,400	\$ 14,320	\$ 13,000	\$ 6,400	\$ 23,800	\$ 1,860,881	Total Contractual Services	\$ 1,860,881.00	
6002 Office Supplies	\$ 5,500	\$ 600	\$ 1,000	\$ 2,000	\$ 2,200	\$ 1,000	\$ 3,020	\$ 1,500	\$ 660	\$ 800	\$ 13,380	\$ 13,380	6002 Office Supplies	\$ 13,380.00	
6005 Departmental Supplies	\$ 2,580	\$ 1,200	\$ 1,500			\$ 190	\$ 1,500	\$ 150	\$ 150	\$ 150	\$ 7,210	\$ 7,210	6005 Departmental Supplies	\$ 7,210.00	
6007 Field Equipment Supplies				\$ 7,600	\$ 8,400	\$ 1,550					\$ 2,730	\$ 25,050	6007 Field Equipment Supplies	\$ 25,050.00	
6010 Food Supplies	\$ 750	\$ 400	\$ 300	\$ 450	\$ 450	\$ 200	\$ 2,800	\$ 200	\$ 200	\$ 200	\$ 3,450	\$ 3,450	6010 Food Supplies	\$ 3,450.00	
6015 Buns, Subsnrpt, Books	\$ 4,540	\$ 100	\$ 300	\$ 5,500	\$ 6,000	\$ 7,850	\$ 3,280	\$ 2,300	\$ 2,600	\$ 1,550	\$ 3,300	\$ 30,720	6015 Buns, Subsnrpt, Books	\$ 30,720.00	
6020 Computer Software							\$ 10,500					\$ 10,500	6020 Computer Software	\$ 10,500.00	
6025 Materials & Maint												\$ -	6025 Materials & Maint	\$ -	
6035 Uniforms-Clothing				\$ 11,480	\$ 13,160	\$ 3,780	\$ 17,100	\$ 1,250			\$ 4,000	\$ 50,970	6035 Uniforms-Clothing	\$ 50,970.00	
6070 Assets Non-Capitalized				\$ 1,000	\$ 1,000			\$ 2,045				\$ 4,045	6070 Assets Non-Capitalized	\$ 4,045.00	
6075 Computers Non-Capitalized							\$ 29,600					\$ 79,600	6075 Computers Non-Capitalized	\$ 79,600.00	
6081 Gas & Oil							\$ 344,170					\$ 344,170	6081 Gas & Oil	\$ 344,170.00	
Total Commodities	\$ 10,360	\$ 2,300	\$ 1,300	\$ 38,080	\$ 31,310	\$ 8,730	\$ 489,850	\$ 8,665	\$ 4,450	\$ 2,850	\$ 9,450	\$ 865,948	Total Commodities	\$ 865,948.00	
7501 Transfer to Other Funds	\$ 258,000											\$ 258,000	7501 Transfer to Other Funds	\$ 258,000.00	
Total Other	\$ 288,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288,000	Total Other	\$ 288,000.00	
8003 Vehicle Maintenance							\$ 225,000					\$ 225,000	8003 Vehicle Maintenance	\$ 225,000.00	
8100 Overhead (CMG)							\$ 1,651,990.00					\$ 1,651,990	8100 Overhead (CMG)	\$ 1,651,990.00	
8110 Overhead (LUSIA)												\$ -	8110 Overhead (LUSIA)	\$ -	
Total Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,876,990	\$ -	\$ -	\$ -	\$ -	\$ 1,876,990	Total Internal Services	\$ 1,876,990.00	
9005 Furniture & Fixtures												\$ -	9005 Furniture & Fixtures	\$ -	
9009 Vehicles							\$ 450,600					\$ 450,600	9009 Vehicles	\$ 450,600.00	
Total Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,600	\$ -	\$ -	\$ -	\$ -	\$ 450,600	Total Furniture & Fixtures	\$ 450,600.00	
Total Expenses	\$ 2,777,354	\$ 369,382	\$ 800,716	\$ 3,976,151	\$ 4,218,247	\$ 1,428,276	\$ 2,835,840	\$ 1,548,215	\$ 1,917,988	\$ 1,209,644	\$ 531,417	\$ 21,730,811	Total Expenses	\$ 21,559,112.23	
County Funding													County Funding		
FY Positions	12	0	12	43	47	18	0	13	4	0	0	191	FY Positions	215	

Proposed FY15 Expense Level

Budget category projection	Fy15 second estimate	Fy14 current/ adopted	Differences between FY15 proposed and FY14 approved/current
4000 – pers’l service	17,018,595	15,943,873	Up 1.074M for ext’g 191 FTE count <ul style="list-style-type: none"> Incl 3% raise (350k); see item 3 OT at 201.5k, (up from 160k in FY14) PTE@ 108k (about 4300 hrs = FY14) Other 4000 act (FICA, etc) up 214.4k 4051 transfer out at 133k+
5000 – contr’l service	1,560,681	1,451,457	Up 109.2k <ul style="list-style-type: none"> 5112-Training down 75k (FY14 includes 78k in betterment training) 5007 cell estimate down 53k 5054 tech maint up 300k. see item 4 5309 consulting out (35k)
6000 - commodities	565,945	751,703	Down 185k <ul style="list-style-type: none"> CM 93k expense in 6005 gone Gas&Oil down 68k Dues & subscr down 26k (0 code books) Comp repl up 10k; see 3.2
7000 – other	258,000	492,230.	Includes RDS EPS to plan rm, Winchester discovery adds and 2 other small projects (Selectron upgrade and DocuSign)
8000 – internal service	1,876,990	1,949,429	<ul style="list-style-type: none"> Veh Maint down 56k (see also 6081) CMGC & LUESA charges confirmed at \$1.652M, including GIS at 291.5k
9000–fixed assets	450,600	970,520	Auto repl only; no office moves(in renov)
Total	21,730,811	21,559,212	Up 171.6k, or <1% (.796%)

Jim discussed the basics of what’s driving changes in the FY15 expense compared to FY14. Overall, up only \$171.6k over FY14, for current staff level, 191 FTE’s. The big ticket items are found in the 4000, 5054, 6000, 7501, 8000 and 9000 accounts.

- 4000 account up 1.07M, including;
 - includes 630k from 12/3/13 betterment
 - 3% raise approximately = 350k
 - Other payroll related (FICA, insurance, retirement, et al) up 214k
 - OT up 40k
 - 4051 transfer down 133k
- 5054 Technology maintenance & enhancement up 300k, although overall 5000 account only up 110k
- 6000 accounts down 186k, mostly in gas and oil plus accounting aberration in 6005.
 - 6081 Gas & Oil; 6 month burn rate analysis indicates need 344k, with 15% staff adjustment
- 7501 Tech new projects down 234k

- 8000 account charges for CMGC (8100) and LUESA (8110) about the same
 - 8003 Vehicle maintenance; estimate down 56k based on 6 month burn rate analysis (w/15% staff increase)
- 9000 vehicle purchase account down 520k

Training; down from 75k, but reflects FY14 betterment (26 positions). This includes general allocations in each Core Process at \$300/head, covering continued training of existing staff

- 3061 CA's-Directors-Tech Team allocation of 28.3k
- 3075 has the rest (55.5k), covering;
 - Legal training @ 24.5k, plus writing consultant at 1.2k
 - Retirement replacement training @ 9k
 - Out of town training @ 12k (enables policy on training outside the County, supporting CA's work).
 - MT training strategy @ 10k

In addition, FY15 ISO requirements are as follows:

- Public awareness: in 5121 and others is above ISO ½% goal
- Training: in 5112 is at 65% of goal, but that's close to what we need, given ISO audit calculations
- The Department reviewed the FY15 budget ISO compliance strategy and all concurred it works.

Computer Repair and Replacement Cost Strategy

Jim shared the replacement schedule for tablets, desktops, monitors and iPads as described below:

- Desktop/tablet population of 95+/-
 - replace 17 desktops at \$900 each
 - substitute 16 tablets at \$2200 each
- Monitor population of 80; estimate Fy15 replacement of 47 units @\$300 each
- iPads; population of 88; estimate Fy15 replacement of 20 units @\$750 each
- In 3075/6075, total \$79.6k

Vehicles Replacement

Jim shared that in FY13 we proposed a 4 year replacement schedule for field staff w/no replacement of office support vehicles. In continuing that 4 year replacement schedule, FY15 would be the 3rd year of that strategy. In FY17, we may be able to drop to 5 year scheduler which is what we used prior to recession. See below:

- Excluding 12/3/2013 betterment, currently have 83 rolling vehicles in the field; replace 20.
 - So replace 20 trucks at 21k each = 420k, all in 3075/9006
- Plus, in MCFM allocating one Crown Vic equivalent (Chevy Caprice) at 30.6k
- Total budget: 420k + 30.6k = 450.6k

Technology FY15 Funding Proposal and Project List

Maintenance of existing programs (fund by permit fees)	cost	
Meck Si - Server hosting and maintenance - NTT DATA	\$34,000.00	
Computronix - POSSE licenses	\$38,230.00	
Computronix - POSSE annual support maintenance	\$50,600.00	
Selectron – IVR Maintenance	\$29,000.00	
EPS/EPR – annual modules maint; Avolve/Project Dox (4)	\$372,000.00	
Lincoln-Perry POSSE source code protection	\$1,000.00	
Adobe viewer licensing costs	\$5,600.00	
BlueBeam license	\$1,100.00	
BlueBeam license	\$3,500.00	
Novo suite asset management component	\$7,600.00	
EPS server and storage hosting (by Cognet & MCNC)	\$36,000.00	
Client Feedback tool annual agmt	\$5,000.00	
Lobby queuing maintenance	\$5,700.00	
Sages (4)	\$100,000.00	
Geo Trust	\$1,000.00	
City of Raleigh	\$17,000.00	
Navision	\$1,200.00	
	Sub total	\$708,530
Existing program enhancements (fund by permit fees)		
BIM- Bull Pen (1)	\$20,000	
Meck Si (1)	\$35,000	
Appendix B automation (1)	\$40,000	
	Sub total	\$95,000
New projects (fund by transfer from Dept special fund)		
Move RDS-EPS Master into Electric Plan Room (2)	\$100,000	
Winchester - POSSE (2) (3)	\$100,000	
Selectron upgrade (2)	\$33,000	
Docu sign - Digital Signature (2)	\$25,000	
	Sub total	\$258,000
Total all categories	Grand total	\$1,061,530

Jim shared w/ the BDC that the projects outlined in the chart above are suggested as likely candidates for FY15 enhancements. The actual project selection will be made by the Technology Leadership Team during FY15. Since these are not projects strictly relating to commercial work, these would be funded by transfer from Departments special fund, which the Department and BDC would ask the BOCC for their okay. This supplements the FY14 funding of Winchester, addressing added work identified in discovery. Includes annual maintenance cost from FY14 agreement with Avolve and replaces \$200k allocated last year on EPS-EPR for Sages (being phased out this year with final 100k allocation). The Commercial Technology Surcharge ends on 6/30/2014. The Department estimates the total amount raised over 4 years, less projects complete or in the works will fund 3 other projects Avolve, Single Portal and BIM for small/medium projects.

Ed Horne: When projecting the FY15 expenses; did you take into account vehicle expenses (gas/oil) for the added positions?

Chad Askew: What is included in the 8100 and 8110 overhead account?

Jonathan Bahr: Why are the full-time positions on the chart shown in red font?

Rob Belisle: Are you replacing desktops with tablets?

Betterment Proposal Responding to BDC's Request

[illegible]

OFFICE:

- CTAC/RTAC; 4 positions total at 367,191
 - 1- CTAC/RTAC Sr. Plans Examiner
 - 2- Inspector III's, working in CTAC as controllers
 - 1- Inspector III in RTAC working on phone calls and walk in traffic
- 1-BIM Connectivity tech position at \$92,350
- 1-Outreach Coordinator at \$79,334
- Customer Liaison; 3 new positions at \$401,195 (see handout)
- Field Inspectors - IRT Subcommittee recommendation to add 13 Inspector IIIs at \$1,346,653
- CATS Inspectors; 2 dedicated Inspector III's on Blue Line extension at \$207,270

Balancing the FY15 Budget

Total FY15 Expenses

- | | |
|----------------------------------|--------------------|
| ○ Fy15 Requested..... | \$21,730,811 |
| ○ <u>Add for betterment.....</u> | <u>\$2,493,993</u> |
| Total..... | \$24,224,804 |

Revenue Sources

Assume other revenue annualized as follows (assumes no changes in fees other than Commercial Technical Surcharge sunset)

Other revenue item	Fy14estimate	Rev YTD @ 2/28	2/28 Rev Annualized
o Com'l Express review	359,350	173,100	259,650
o Com'l 3 rd review charges	31,988	25,385	38,077
o Com'l mega team	450,500	336,038	504,057
o Com'l other; RTAP & other chgs	640,000	883,028	903,731
o Com'l misc(cancel, DayCare, etc)	1,567	978	1,467
o Document control	324,666	255,245	382,868
o revenue collection	152,727	95,261	142,891
o bldg insp; Meck SI, OTI, IBA	600,205	415,917	623,875
o CATS Blue Line inspectors	0	0	207,270
o 3 rd party	100,000	0	100,000
o ABC inspections	31,785	17,420	26,130
o MCFM added permits	106,267	122,319	183,479
Subtotal other revenue	2,799,055	2,324,691	3,373,495

Permit Revenue Range Estimate

Maximum Permit Revenue; based on FY14 monthly average continues through FY15

- Total: \$16,190,702/8 x 12 = \$24,235,982

Lower Permit Revenue; based on FY15 no better than YTD actual + Mar-June projection

- Total: \$16,190,702 + \$7,021,992 - 95,267 = \$23,121,210

Possible FY15 Revenue Projections to Balance

o Permit fees; at \$1,716,109/month	\$20,593,309
o Other revenue; at \$281,125/month	\$3,373,495
o <u>Tech surcharge transfer; (new projects).....</u>	<u>\$258,000</u>
Total.....	\$24,224,804

Other items to note; nothing included for permit streamlining audit.

The County Manager's office could want us to pay for it rather than use the general fund. We nail down the audit contract before the Department's budget is finalized in May. We increase 3061/5306 line item by the audit contract amount. We ask the BOCC to authorize transferring the same amount from the Department special fund to cover it.

Reminder on Demo Fee Changes in the LUESA Fee Ordinance

The BOCC approved an initial 10% increase on 6/5/12 and the 1st of four annual 2.5% increases on 6/18/13. This RFBA provides the 2nd of 4 annual 2.5% increases (others to follow in FY16 & FY17), as requested by the BDC in the April 17, 2012 meeting. (see below)



Mecklenburg County

600 East 4th Street
Charlotte NC 28202

Master

File Number: 14-1685

File ID: 14-1685	Type: Agenda Item	Status: Draft
Version: 2	Reference:	In Control: LUESA
		File Created: 03/11/2014
File Name: Land Use & Environmental Services Fee Ordinance Revision		Final Action:

Title: **Land Use & Environmental Services Fee Ordinance Revision**

Notes:

Sponsors:

Enactment Date:

Attachments: LUESA Fee Ordinance 12 11 12-demo fee chg 31113.docx

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
---------------	--------------	-------	---------	----------	-----------	-----------------	---------

Text of Legislative File 14-1685

Title: Land Use & Environmental Services Fee Ordinance Revision

Summary

ACTION:

Ammend LUESA Fee Ordinance to revise demolition permit fees.

Staff Contact: Mr. Jim Bartl, Director of Code Enforcement, (LUESA)

Presentation: No

BACKGROUND/JUSTIFICATION:

During FY 2013, LUESA agencies (Air Quality, Environmental Health, Code

BDC Member Questions:

Jonathan Bahr: Do you have a feel for whether or not the Department is going to be required to pay for the streamlining audit?

Rob Belisle: Regarding the Blue Line; have you already captured the majority of the permit fees or are they still yet to be collected at a future time?

Jonathan Bahr: Do you think two inspectors dedicated to Blue Line is the right number?

Chad Askew: If the revenue should end in excess, where does the excess money go? In the Department's Reserve Fund?

Chad Askew: What is the current Reserve Fund balance?

Chad Askew: Is the reserve fund balance where it needs to be after you consider all of the transfers?

Jonathan Bahr: If we went through another recession, would we know better how to react; such as how quickly and how many staff cuts?

First Motion on Base Budget Including Betterments

Travis Haston made the motion in support of the Code Enforcement proposed FY15 budget proposal, including an 24 position betterments, including an expense and revenue level of \$24,224,804, with 215 FTE's (191+24), with sources of expense and revenue as described in the March 18 BDC meeting. Bernice Cutler seconded the motion. Motion passed unanimously.

Second Motion on Demo Fee RFBA

Bernice Cutler made the motion in support of the Department's request that the BOCC approve amending the LUESA Fee Ordinance to increase demolition permit fees 2.5% as described in the draft RFBA. Rob Belisle seconded the motion. Motion passed unanimously.

Third Motion on Paying for New Large Technology Projects

John Taylor made the motion in support of the Department's request that the BOCC approve transferring \$258,000 from the Department Reserve Fund to pay for 1) RDS Electronic Plan Room, 2) POSSE Winchester additions. 3) Selectron upgrade and 4) Docusign. Travis Haston seconded the motion. Motion passed unanimously.

BDC Member Questions:

Chad Askew: Regarding the 6 year Code Cycle, is there any way to prevent it from happening?

Manager/CA Added Comments

No manager or CA added comments.

5. ADJOURNMENT

The March 18th, 2014 Building Development Commission meeting adjourned at 5:08 p.m.

The next BDC meeting is scheduled for 3:00 p.m., Tuesday, April 15th, 2014.